Virginia Department of Behavioral Health & Developmental Services

Community Engagement Plan

FY 2018 – FY 2020

PLAN REVISED
DECEMBER 29, 2015

A plan to increase the number of individuals who participate in community-based Community Engagement Activities

Goals, Strategies, and Action Items

Goal 1: *D*evelop a common understanding and philosophy among stakeholders, providers, and state agencies of Community Engagement based on accepted national standards and in compliance with federal regulations.

Long-Term Outcome: *A well-articulated description of Community Engagement that is understood, adopted, and put into practice by system stakeholders.*

Indicators:

- Expanded Employment First group member list
- Community Engagement Activity philosophy
- Community Engagement Activity Activities definition
- Community Engagement Activity training plan

Strategy 1.1: Develop a workgroup dedicated solely to advancing the philosophy of Community Engagement

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	*Outcomes*	*Resources $$$*
DBHDS, SELN AG	1.1.1 Solicit members from the current Supported Employment advisory group	Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies	4/1/2014	completed	Integrated Day Subgroup of SELN AG	Current state resources
DBHDS, SELN AG	1.1.2 Solicit membership from SELN AG and outside stakeholders	As above	8/1/2014	completed	Formation of Community Engagement Advisory Group	Current state resources

Strategy 1.2: Develop a well-articulated common understanding and philosophy of Community Engagement Activities.						
Community Engagement Advisory Group (CEAG)	1.2.1 research other states' practices	As above	8/1/2014	completed	Collection of other states' definitions shared with all members	Current state resources
CEAG	1.2.2 Participate in ODEP community of practice to learn what other states are doing about CE	As above	8/1/2014	completed	Attendance in national calls	Current state resources
CEAG	1.2.3 Develop basis statement of CE philosophy	As above	8/1/2014	completed	Virginia's belief statement of CE	Current state resources
Strategy 1.3: Develop standardized and accepted support definitions of activities in support of Community Engagement						
CEAG	Research CMS requirements	As above	8/1/2014	completed	Understand what feds see as CE	Current state resources
CEAG	Research current service definitions in Virginia and develop new ones as necessary.	As above	11/1/2014	completed	Service definitions for CE	Current state resources
Strategy 1.4: Share definition with the Support Array Committee as part of the Waiver Redesign						
CEAG	Develop allowable services for the developed service definitions	As above	8/1/15	completed	List of allowable services	Current state resources

CEAG	Combine service definitions with allowable activities into one document	As above	9/1/15	completed	Services and activities shared with supports	Current state resources

Strategy 1.5: Develop a plan to educate all stakeholders about Community Engagement philosophy and supports definition

CEAG	1.5.1 CEAG to develop a subgroup to focus on Education and Training of all stakeholders in Virginia on increasing knowledge of Community Engagement	As above	1/1/16	Completed	Curriculum of trainings to educate about CE	Current state resources
CEAG	1.5.1 ○ Train day support providers ○ Train families and individuals ○ Train residential providers	As above	4/1/16	Completed	Trainings completed	Current state resources

Goal 2 : Policies are in place to promote and encourage Community Engagement Activities

Long-Term Outcome: Commitment by agencies to support Community Engagement and be available to change policies and regulations.
Community Engagement policy that is common across state agencies and in alignment with Employment 1st policy

Indicators:
- Research policies and practices to ensure recommendations are aligned with best practice.
- Review policies and practices and update as necessary to ensure consistency with best practice and new Medicaid HCBS Waiver.

Strategy 2.1 Research current Community Engagement best practices in other states, conduct literature review, and gather stakeholder input to incorporate in the development of Community Engagement support definitions for Virginia

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	*Outcomes*	*Resources* *$$$*
CEAG	2.1.1 Group members do internet searches and attended national webinars	Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies	10/1/13	completed	Knowledge of practices	Current state resources
CEAG	2.1.2DBHDS staff engage in trainings on subject with LEAD Center, EcnoSys, CMS, and NASDDDS	As above	10/1/13	completed	Knowledge of practices	Current state resources
Strategy 2.2: Consult with outside subject matter experts as necessary (i.e., SELN National, ODEP Vision Quest, NASDDDS, National Anchor and ACCSES)						
(CEAG)	2.2.1 DBHDS participate on ODEP VisionQuest	As above	1/1/14	completed	Plan developed with SME	Current state resources
CEAG	2.2.2 Seek guidance from NASDDDS	As above	1/1/14	completed	Plan checked with other SMEs	Current state resources
CEAG	2.2.3 Seek guidance from National Anchor and ACCSES	As above	1/1/14	completed	Plan in line with national organization's	Current state resources
Strategy 2.3: Review state policy, regulations, and training materials regarding the provision of current Day Activity Activities to ensure that no regulation or policy has a negative effect, or does not support Community Engagement Activity Activities (completed)						
CEAG	2.3.1 CEAG group to review policies currently in place as well at trainings	As above	1/1/14	completed	No counter policies/practices	Current state resources
Strategy 2.4: Align Community Engagement Activity philosophy and supports definition with the new CMS final rule and make recommendations to the Support Array Committee for inclusion in the Waiver redesign						

CEAG	2.4.1 CEAG members participate in DOL ODEP community of practice and CMS webinars to solicit input from other states on philosophy.	As above	1/1/14	completed	Philosophy complies with CMS rule	Current state resources

Strategy 2.5: Develop new Community Engagement specific policy, regulations, support definitions, monitoring, and data collection rules through Virginia's Waiver renewal

CEAG	2.5.1 Definition : develop definition of CE and share with services array committee	As above	8/1/15	completed	Accepted definition	Current state resources
CEAG	2.5.2 CEAG to develop Policy statements and potential regulation language.	As above	12/31/15	3/30/16 Developed	New policies/ regulations to support CE	Current state resources
CEAG	2.5.3 CEAG identifies measures for outcomes and a tool for Data Collection Methodology.	As above	12/31/15	3/30/16 Delayed to this FY	Data collection tool and measures developed	Current state resources
CEAG	2.5.4 Develop Monitoring Process to ensure timely monitoring of increase in community engagement.	As above	4/1/16	7/1/16 Delayed to this FY	Data report like monitoring being done on regular basis	Current state resources

Strategy 2.6: All compliance documents from state agencies around Community Engagement are consistent both in language and implementation.

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	*Outcomes*	*Resources* *$$$*

| CEAG CRCs Licensing | 2.6.1 CEAG to work with licensing, prior authorization and DMAS to identify compliance documentation which related to CE and ensure it supports philosophy CE | Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies | 1/1/16 | 3/30/16 Completed | Compliance documents support Community Engagement | Current state resources |

Goal 3: Develop funding sources that promote and encourage implementation of Community Engagement

Long-Term Outcome: A rate for Community Engagement Activities

- Work with stakeholder to understand barriers to implementation.
- Develop support definitions and recommendations for reimbursement for Community Engagement activity implementation.
- Work with DMAS, Legislators and funding approvers to establish rates for Community Engagement activity implementation

Strategy 3.1: Include new services in the waiver redesign. (complete)

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	*Outcomes*	*Resources* $$$
CEAG	**3.1.1** CEAG to develop service definitions and allowable services for Community Engagement	Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies	6/1/15	completed	New services submitted to Waiver Redesign	Current state resources

Strategy 3.2: Gather input from providers around needs related to providing Community Engagement Activities						

(CEAG)	3.2.1.Costs associated with changing service delivery model
	   o Timeframes to implement changes
	   o Staffing patterns needed to support shift
		Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies	1/1/16	3/30/16 Delayed		Current state resources

Strategy 3.3: Review information from the Burns and Associate study to inform reimbursement rates for Community Engagement						
CEAG	3.3.1 Burns and Associates data reviewed by waiver redesign group	WDAC	7/1/14	completed	Rates approved	Current state resources
Strategy 3.4: Make recommendation for funding reimbursement for Community Engagement						
CEAG	3.4.1 Community Engagement Rate developed	As above	7/1/15	completed	Rates developed	Approved budget
CEAG	3.4.1 Community Coaching Rate developed	As above	1/1/15	completed	Rates developed	Approved budget
CEAG	3.4.2 Community Guide Rate developed		7/1/15	completed	Rates developed	Approved budget
Strategy 3.5 Funding recommendations approved by appropriate state and federal agencies, as well as the General assembly if funding increases are needed.						
CEAG	3.5.1 Recommendation and advocacy for rates	As above	11/1/15	7/1/17 delayed	Rates approved	Approved budget
Strategy 3.6 Administratively assess service packages to ensure packages are consistent with the state philosophy on Community Engagement and individuals' support needs.						
CEAG	3.6.1 Through monitoring process assess if rates support needs of individuals in CE	As above	7/1/16	6/30/18	Examples of how rates support services	Current state resources
CEAG	3.6.2 Evaluate if rates are correct	As above	7/1/17	6/30/18	Adjusted rates	Current state resources

Goal 4: Structures, at both the state and provider level, will support delivery of Community Engagement in the least restrictive and most integrated settings appropriate to the specific needs of the individual as identified through the person-centered planning process.

Long-Term Outcome: A logical replicable and measurable model of Community Engagement Services.

Indicators:
- Award Pilot Project grant
- Develop and disseminate fact sheets on what Community Engagement activities are and how to implement them.
- Community Engagement guide book
- Develop and disseminate a guidebook for transformation to Community Engagement Activities.
- Develop and provide training on the Community Engagement philosophy.
- Identify providers interested in transforming their support delivery and provide technical assistance and support with transforming their system

Strategy 4.1: Develop Demonstration Grant to help providers convert from center-based services to community engagement programs (Complete)						
Lead Agency(s) & Role	**Recommended Action(s)**	**Other Agencies/Orgs Involved**	**Projected Start Date**	**Projected Completion Date**	*Outcomes*	*Resources* $$$
DBHDS	4.1.1 Develop and publish an RFP for converting a current facility based day program into a Community Engagement service provider and conduct RFP process to	Internal resources	5/30/15	Completed	Grant(s) awarded	Current state resources
CEAG	4.1.2 CEAG will meet with representatives from grantees on a monthly basis to develop guide.	CEAG	1/1/16 New start date: 8/1/16	7/1/16 New Completion Date: 3/31/17	Guide book developed	Current state resources

Strategy 4.2: Through statewide training and dissemination of fact sheets, help providers, families, individuals, and other stakeholders understand that Community Engagement is based on the premise that the ultimate goal is meaningful inclusion in the community for all.						
Lead Agency(s) & Role	**Recommended Action(s)**	**Other Agencies/Orgs Involved**	**Projected Start Date**	**Projected Completion Date**	*Outcomes*	*Resources* $$$
CEAG	4.2.1 Fact Sheet for Providers developed	Provider Roundtables, VaACCSES, VNPP,The Arc of Virginia Private Providers, Educators, CSB, VCU, Individuals and Families, VBPD, State agencies	11/15/15	1/31/16 Developed waiting for approval	Fact sheet available	Current state resources
CEAG	4.2.2 Fact Sheet for Families/Individuals	Same as above	11/1/15	3/30/16 Delayed to 12/17	Fact sheet available	Current state resources
CEAG	4.2.3 Training on why community engagement is important	Same as above	11/1/15	2/1/16 Completed	Fact sheet available	Current state resources
CEAG	4.2.4 Training on how to involve people in community engagement	Same as above	11/1/15	6/1/16 Completed	Curriculum developed	Current state resources

Strategy 4.3: Develop a "guide book" for transformation to be shared with providers who want to implement Community Engagement Activities.						
CEAG	4.3.1 Work with grantee in collecting learned best practices	DBHDS, CEAG, Grantees	1/1/16	6/30/18 Completed	Collaboration with grantee	Current state resources
CEAG	4.3.2 Research national groups for current guides to be adapted	As above	1/1/16	3/30/16 Completed	Collected examples of guides	Current state resources
CEAG	4.3.3 Convene writing group to develop guide	As above	3/30/16	7/1/16 In progress delayed til 3/18	Guide book shared with providers	Current state resources
Strategy 4.4: DBHDS will develop opportunities for providers (potential, new, and existing) to learn about best practice models in Community Engagement Activities.						
CEAG	4.4.1 Identify Best Practice providers in each region	As above	1/1/16	2/30/16 Delayed til 12/17	List of current best practice providers	Current state resources
CEAG	4.4.2 Connect providers with best practice sites	As above	3/1/30	3/30/16 Start 3/18	Sharing of practices	Current state resources
Strategy 4.5: DBHDS will provide training and technical assistance (with internal or external experts) to providers (new or existing) about best practice implementation of Community Engagement Activities						
CEAG	4.5.1 Develop curriculum and presentations	As above	1/1/16	3/15/16 Complete	Format for training	Current state resources
CEAG	4.5.2 Contact providers/stakeholders and schedule training sessions	As above	1/1/16	3/30/16 Complete	Trainings being delivered	Current state resources
Strategy 4.6: Work with state and local education agencies on ensuring Community Engagement are discussed in the context of Employment 1st policies during special education transition planning meetings						
CEAG	4.6.1 Continue to participate in Virginia Intercommunity Transition Council	DBHDS	1/1/13	continuing	participation	Current state resources
CEAG	4.6.2 Develop Fact Sheet for DOE (1/30/16)	DBHDS	11/1/15	1/30/16	Completed fact sheet	Current state resources

Goal 5: Ensure Community Engagement services are being offered and provided to individuals across the state in the most integrated community settings based on the needs of the individual determined through the person centered planning process

Long-Term Outcome: Providers who are successfully implementing Community Engagement in the community

Indicators:
- Regional Meetings held to discuss Community Engagement best practice.
- Training and Technical assistance provided as requested.
- Pilots reviewed, analyzed and results summarized for determination of future direction.

Strategy 5.1: Identify any areas of the state that do not have currently have sufficient traditional day providers identify additional providers

CEAG	5.1.1 CEAG to review DBHDS day service provider list and identify capacity of current providers to provide CE	CEAG, DBHDS	12/30/15	3/31/16 Complete provide quarterly	list of providers by region	Current state resources
CEAG	5.1.2 Work with all 5 regions to identify additional potential providers of Community Engagement	As above	1/31/15	3/31/17 Delayed starts 12/17	Complete list of all day service providers in the state, by region	

Strategy 5.2: Identify potential ways to incentivize additional providers to provide community engagement services

CEAG	5.2.1 CEAG and local leaders identify what providers need to incentivize converting their programs	As above	3/31/16	12/1/17	List of incentivizes	Current state resources
CEAG	5.2.2 CEAG conduct regional meetings with local providers to discuss incentives for conversion	As above	5/1/16	7/1/17	Day providers understand incentives to provide CE	Current state resources

Strategy 5.3: Best practice pilots will be reviewed; implementation data analyzed, funding implications examined, and recommendations will be made by the Community Engagement Sub Group to inform future direction of Community Engagement Activities.

CEAG	5.3.1 Review information from grantees	As above	1/1/16	12/31/16		Current state resources

Goal 6: Ensure that there is an increase in meaningful Community Engagement for each individual.

Long-Term Outcome: Semi-annual data reports

Indicators:
- Initial data tracked, reviewed and summarized.
- Additional data collection methodologies determined and implemented.
- New data tracked, analyzed, and summarized for impact on increasing community integration

Strategy 6.1: Review currently collected CCS3 Support Coordination data and Special Ed Indicator Data.

Lead Agency(s) & Role	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	*Outcomes*	*Resources* $$$
CEAG	6.1.1 meet with DBHDS data and contract management group to evaluate data collected	Provider Roundtables, VaACCSES, VNPP, The Arc of Virginia Private Providers, Educators, CSBs, VCU, Individuals and Families, VBPD, State agencies	11/15/15	3/31/16	Relevant Data indicators identified	Current state resources

Strategy 6.2 Look at additional data collection methods for providers to document provision of Community Engagement

CEAG	6.2.1 CEAG to review current providers' practices on collecting data	As above	11/15/15	3/31/16	Examples of data collection	Current state resources

Strategy 6.3: Use NCI and QSR data to demonstrate current and future use of community engagement activities.

CEAG	6.3.1 Initiate NCI data collection on CE activities	As above	1/1/16	7/1/17	NCI questions on CE data collected	Current state resources
CEAG	6.3.2 QSR contractor instructed to collect data on CE activities	As above	1/1/16	7/1/17	Data on CE collected at QSRs	Current state resources

Strategy 6.4: Track individuals transitioning from training centers using "post move monitoring "information regarding community involvement						
CEAG	Develop method of collecting data in Post move monitoring tool	As above	1/1/15	7/1/2020	Identification of number accessing CE	Current state resources
Strategy 6.5: Develop a monitoring tool to assess appropriate implementation of Community Engagement Activities.						
CEAG	6.5.1 CEAG to review current provider's practices on collecting data	As above	11/15/15	3/31/16	Examples of data collection methods	Current state resources
CEAG	6.5.2 Combine needed questions to use in tool	As above	3/30/16	7/1/16	Data collection tool developed	Current state resources
Strategy 6.6: Train QMR auditors on monitoring tool.						
Lead Agency(s) & Role	**Recommended Action(s)**	**Other Agencies/Orgs Involved**	**Projected Start Date**	**Projected Completion Date**	*Outcomes*	*Resources* $$$
CEAG	6.6.1 use training curriculum developed above to train QMR staff	As Above	6/1/16	10/30/16	Trained staff	Current state resources
Strategy 6.8: Monitor the system developed to implement Community Engagement to ensure a meaningful impact on the lives of individuals receiving supports.						
(CEAG)	6.8.1 CEAG to collect data using data collection tool developed in 6.5.2 to collect data	As above	3/1/16	7/1/16	Collection of data shared in semi- annual report	Current state resources
CEAG	6.8.2 Repeat each 6 months	As above	7/1/16	7/1/20	Report format revised as needed	Current state resources